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**Command Policy**

**INSPECTOR GENERAL (IG)  
RECEPTION PLAN**

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This instruction implements AFD 90-2, Inspector General - The Inspections System, and outlines various organization responsibilities in providing support for HQ PACAF/IG team inspections, in accordance with AFI 90-201, Inspector General Activities, dated 14 January 2000. For purposes of this instruction, the HQ PACAF/IG Work Center is the 15th Airlift Wing (15 AW) Nelles Chapel Annex, Building 500. The inspection out-brief site is the Memorial Theater, Building 1766. This publication applies to all military and civilian personnel with the exception of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*.

**SUMMARY OF CHANGES**

This revision incorporates procedures formerly published in 15ABWI 90-201. It re-designated instruction title as 15 AW/XPI Reception Plan. Changes: Numerous changes were accomplished throughout to ensure most current office information and responsibilities were identified. Identified current requirements in **Attachment 1** and **Attachment 3** IAW PACAF Instruction 90-201. **Attachment 2** was added to assist in the set up of the HQ PACAF/IG Work Center.

**Section A—References, Abbreviations, Acronyms, and Terms**

**1. REFERENCES.**

- 1.1. AFD 90-2, Inspector General – The Inspections System
- 1.2. AFI 90-201, Inspector General Activities

### 1.3. PACAFI 90-201, PACAF Inspector General Inspection Activities

## *Section B—Responsibilities*

## **2. RESPONSIBILITIES.**

### **2.1. All Units:**

2.1.1. Review this instruction and provide specific support as identified. HQ PACAF/IG goal is to limit the wing to one major inspection per 20 month Aerospace Expeditionary Force (AEF) cycle. The two major inspections that we will concern ourselves with in this instruction are the Unit Compliance Inspection (UCI) and the Operational Readiness Inspection (ORI). IAW PACAFI 90-201, the UCI and ORI are scheduled in intervals not to exceed once every 40 months. The wing is susceptible to an Initial Response Readiness Inspection (IRRI) at any time.

2.1.2. Be responsive to provide Information Management (IM) personnel to support the HQ PACAF/IG while they are working in the IG Work Center, when tasked by the wing IM Functional Manager.

2.1.3. Coordinate with 15th Civil Engineer Squadron (CES) Customer Service, if necessary, for reserved parking signs/stands availability for the scheduled time IG inspector(s) will be in their unit. The number required may be different based on the type of inspection conducted.

2.1.4. Stand ready for further implementation instructions from the 15 AW/CC or 15 AW/XPI offices.

2.1.5. Ensure all equipment identified to units in [Attachment 1](#) is delivered to 15 AW/XPI in a timely manner. The exact time and date will be coordinated by 15 AW/XPI.

### **2.2. 15 AW Exercises and Evaluations (15 AW/XPI):**

**(Added) Review PACAF Letter of Instruction and deliver deliverables not later than prescribed timelines.**

2.2.1. Implement this instruction upon notification of impending inspection and serve as wing point of contact for HQ PACAF/IG in-brief, out-brief, and work center requirements.

2.2.2. Ensure each unit identifies the number of reserved parking signs/stands needed and pre-coordinates with 15 CES Customer Service, if necessary, to ensure the total number of signs/stands are available prior to HQ PACAF/IG arrival.

2.2.3. Notify organizations tasked in this instruction on any additional HQ PACAF/IG requirements.

2.2.4. Assist with wing preparations for the inspection, the in-brief, and develop welcome packages for the inspection team.

2.2.5. Coordinate with 15 AW Public Affairs (PA) for possible advertisement of inspection team arrival or publishing requested articles.

2.2.6. Ensure the HQ PACAF/IG Work Center is activated.

2.2.6.1. Reserve the 15 AW Nelles Chapel Annex, Building 500, for the duration of the inspection to include prior set up time and post clean up time.

2.2.6.2. Recall wing Information Manager (IM) support identified by IM Functional Manager.

2.2.6.3. Set up the IG Work Center in accordance with floor plan identified in [Attachment 2](#).

2.2.7. Ensure six reserved parking signs are placed in front of the IG Work Center for the Inspector General, Inspection Team Chief, Chief of Operations Inspections, Chief of Mission Support Inspections, Chief of Maintenance Inspections, and Inspection Team Superintendent. Ensure “Reserved” parking signs are placed within the designated parking area of the IG Work Center, located in the rear, to accommodate 40 vehicles. Place the “HQ PACAF Inspection Team” reserved parking sign at the entrance of the designated parking area of the IG Work Center. Coordinate with 15 CES to ensure placement is appropriate and visible.

2.2.8. Ensure two reserved parking signs are in place at the 15 AW Headquarters building (Building 1110) for the Inspector General and Inspection Team Chief. Coordinate with 15 AW Protocol (CCP) office to ensure proper placement.

2.2.9. Ensure reserved parking signs are in place at the Memorial Theater during the inspection out-brief for the wing commander and vice wing commander, HQ PACAF/IG members listed in paragraph [2.2.7.](#), and other individuals deemed appropriate by 15 AW/CCP.

2.2.10. Coordinate seating arrangements of the HQ PACAF/IG personnel attending the in/out-briefs with 15 AW/CCP.

2.2.11. Pre-coordinate actions necessary to reproduce the final inspection report. The HQ PACAF/IG Team Superintendent will provide further details upon arrival.

### **2.3. 15 AW Command Post (15 AW/CP):**

2.3.1. Ensure receipt of the HQ PACAF/IG Entry Authorization List (EAL) from 15 AW/CC and authenticate it with the HQ PACAF Command Center.

2.3.2. Distribute authenticated HQ PACAF/IG EAL at initial recall to 15 AW group commanders, 715th Air Mobility Group and 735th Air Mobility Squadron, AFOSI Detachment 601, 15th Security Forces Squadron, and the 154th Wing Commander. Other tenant units may request this listing as the entry authority for all IG team members to all Hickam facilities.

### **2.4. 15 AW Chaplain (15 AW/HC):**

2.4.1. Schedule repair and cleaning of the IG Work Center prior to the HQ PACAF/IG arrival and during and immediately after their visit.

2.4.2. Where possible, reschedule activities in the Nelles Chapel Annex to prevent unnecessary access to the IG Work Center.

2.4.3. Ensure those activity POCs whose activities could not be rescheduled are informed that access to the IG Work Center is prohibited for the duration of the inspection and throughout the report writing process. Only IG personnel will be authorized access to the IG Work Center.

### **2.5. 15 AW Protocol(15 AW/CCP)**

2.5.1. Establish seating arrangement and place cards for HQ PACAF/IG and wing leadership seating at the in-brief and out-brief.

2.5.2. Advise 15 AW/XPI regarding reserved parking requirements at the out brief.

2.5.3. Coordinate with wing leadership for any further protocol requirements for the in-brief and out brief.

**2.6. 15 AW Public Affairs (15 AW/PA):**

2.6.1. Ensure wing inspection and its results are publicized.

2.6.2. Provide wing mission briefing during in-brief to HQ PACAF/IG (coordinate with 15 AW/XPI).

**2.7. 15 AW Safety (15 AW/SE):**

2.7.1. Coordinate with the HQ PACAF/IG munitions inspector for any support required for storage, transportation, handling and licensing requests for the storage of exercise munitions.

2.7.2. Provide safety briefing during in-brief to HQ PACAF/IG (coordinate with 15 AW/XPI).

**2.8. 15th Civil Engineering Squadron (15 CES):**

2.8.1. If necessary, pre-coordinate with base agencies for the allocation of “Reserved” parking signs.

2.8.2. Deliver 15 reserved parking signs/stands for use at wing headquarters and the IG Work Center. Coordinate with 15 AW/XPI for the exact date, time, and location of delivery.

2.8.3. Coordinate with 15 AW/HC to ensure HQ PACAF/IG Work Center repair of discrepancies are completed prior to inspection start date, if possible.

2.8.4. Provide support as needed for the HQ PACAF/IG out-brief (i.e., repair of discrepancies at out-brief location, air conditioning, etc).

**2.9. 15th Communications Squadron (15 CS):**

2.9.1. Provide three dedicated IM support personnel to the HQ PACAF/IG Work Center through the IM Functional Manager, to be immediately available upon request by the 15 AW/XPI and for the duration of the inspection. The IM Functional Manager will select two TSgt or above and will provide at least two certified Workgroup Managers. Contact information on individuals for this duty will be provided to 15 AW/XPI for inclusion in an IG Work Center Activation Recall Roster. Contact information will include, Rank, Name, Organization, Duty phone, Home phone, and E-mail address. Information will be updated as necessary.

2.9.2. During all HQ PACAF/IG inspections,, coordinate with 15 AW/XPI and provide classified fax and STU III for secure area located at HQ PACAF/IG Work Center.

2.9.3. Provide one dedicated audio/visual experts to the HQ PACAF/IG Work Center through the Visual Information Manager, to assist the HQ PACAF/IG in the preparation for the out-brief.

2.9.4. Coordinate telecommunications requirements with the 15 AW/XPI office.

2.9.5. Assist with the connection and set up of computer equipment within the HQ PACAF/IG Work Center. All systems must be functionally checked before turning workcenter over to IG Team.

2.9.6. Provide the audiovisual support for the in-brief if necessary (coordinate with 15 AW/XPI).

2.9.7. Provide the audiovisual support for the out-brief as outlined in [Attachment 3](#).

2.10. **15th Security Forces Squadron (15 SFS):** Coordinate security and traffic control at inspection out-brief (Memorial Theater) with the 15 AW/XPI office.

2.11. **15th Services Squadron (15 SVS):**

2.11.1. Ensure on-base lodging requirements for HQ PACAF/IG team (primarily TDY augmentees) are met. Coordinate with 15 AW/XPI if on-base billeting is a limiting factor. 15 AW/XPI will provide advance notice to the maximum extent possible.

2.11.2. Provide roster of HQ PACAF/IG team members and their rooms to 15 AW/XPI.

2.12. **15th Logistics Readiness Squadron (15 LRS):**

2.12.1. Provide vehicle support according to the following requirements (coordinate with 15 AW/XPI for delivery and staging requirements) as identified on the HQ PACAF/IG Inspection Notification Messages:

2.12.2. Provide transportation support to/from airport before and after inspection.

2.13. **15th Operations Support Squadron (15 OSS):**

2.13.1. Provide flight line training as required for inspection team members requiring flight line license.

2.13.2. Provide flight line safety brief during the in-brief to HQ PACAF/IG

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## Attachment 1

## HQ PACAF/IG WORK CENTER REQUIREMENTS

Table A1.1. HQ PACAF/IG Work Center Requirements (Note: Changes to these requirements may be dictated by HQ PACAF/IG)

<i><b>QTY</b></i>	<i><b>Requirements</b></i>	<i><b>Completed</b></i>
<b><u>A1.1. 15 AW Information Management Office:</u></b>		
10	15 AW wing key personnel rosters	
1	Shredder (cleared for SECRET)	
<b><u>A1.2. 15 AW/XPI:</u></b>		
1	Copy of the previous inspection report with 15 AW finding replies	
1	Laser printer w/duplex capabilities	
3	Dry marker boards with markers	
1	2-Drawer safe (SECRET) (located in 15 AW/XPI office)	
2	Boxes 3.5" computer discs	
1	Box yellow highlighters	
1	Box audiovisual markers (blue or black)	
4	Boxes pens (black ink)	
2	Boxes pens (red ink)	
2	Dozen #2 pencils	
1	Electric pencil sharpener	
2	Boxes legal size Kraft folders	
1	Box labels, white, self-adhesive	
20	Reams bond paper (letter)	
30	Pads lined writing paper	
10	Steno pads	
30	Large envelopes, brown	
50	Small envelopes, brown	
5	Rolls scotch tape with dispensers	
1	Bottle correction fluid	
1	Roll masking tape	
1	Roll brown paper tape	
1	Roll nylon strapping tape	
5	Boxes staples	

<b><i>QTY</i></b>	<b><i>Requirements</i></b>	<b><i>Completed</i></b>
5	Boxes paper clips	
1	Box assorted rubber bands	
1	Stamp pad with black ink	
10	Multiple outlet surge protectors	
1	Thesaurus	
5	Dictionaries	
5	Pairs of scissors	
2	Two-hole punches	
2	Three-hole punches (large holes)	
5	Wire distribution racks	
4	One-inch 3-ring binders	
5	Staplers	
5	Staple removers	
5	Rulers (18 inch)	
2	Date stamps	
2	Sets classified stamps, self-inking	
5	Office waste cans	
10	Base phone books	
2	Sets local phone books	
<b><u>A1.3. 15 AW/HC:</u></b>		
1	Coffee pot	
<b><u>A1.4. 15 AW/PA:</u></b>		
1	Colored Laser printer	
<b><u>A1.5. 15 MSG:</u></b>		
2	Laser printers	
<b><u>A1.6. 15 CS:</u></b>		
6	Provide computer systems with the most current software with LAN/Internet capability	
1	Provide a multimedia computer with the most current software to include CD-writer, Internet access, Imaging editing software (Photoshop or equivalent), video/audio capture and video/audio output for recording VHS tapes	
1	Dedicated visual information technicians to download and enhance digital images to create a high-impact video presentation	

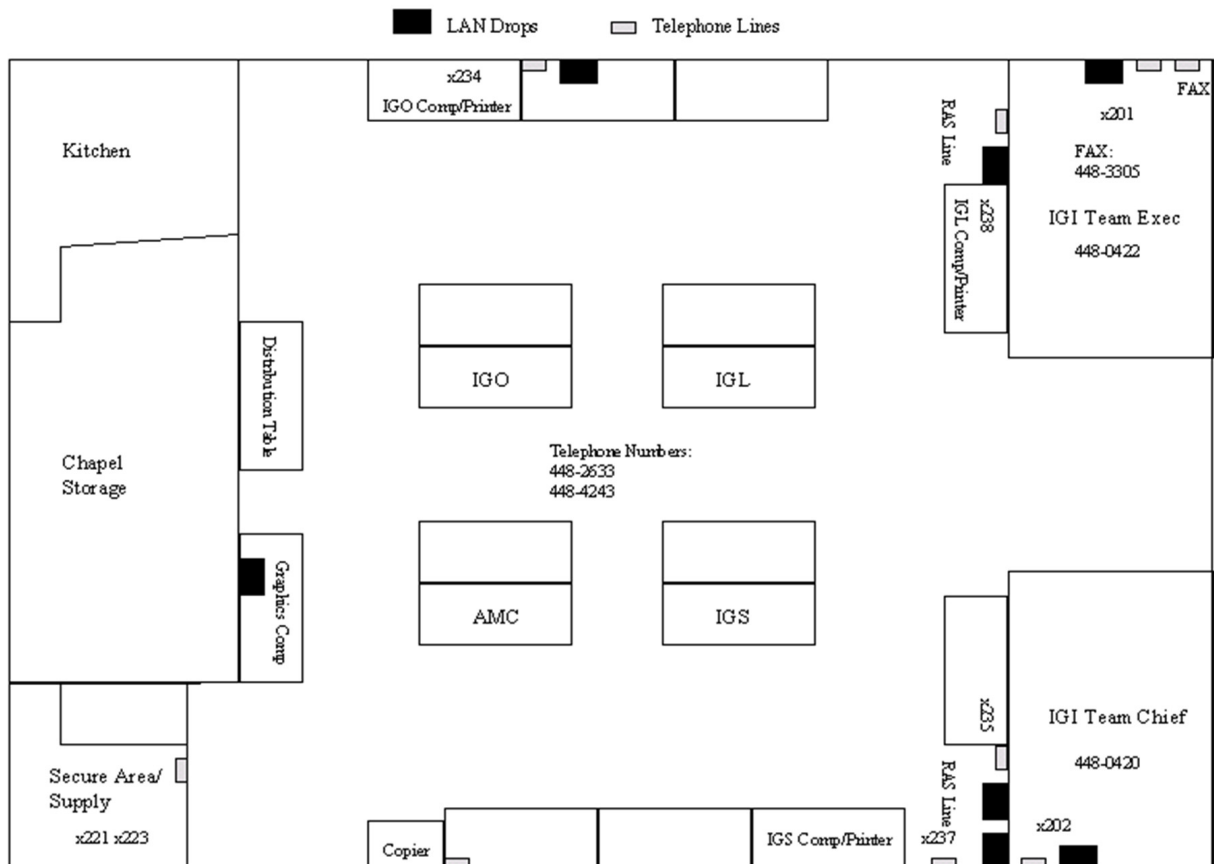
<b><i>QTY</i></b>	<b><i>Requirements</i></b>	<b><i>Completed</i></b>
10	Portable radios with battery chargers and 10 spare batteries. Reprogram 10 HQ PACAF/IG LMRs to same net (total of 20 portable radios) on established IG net (contact HQ PACAF/IGSC for specific instructions)	
6	DSN telephones with AF-wide access	
9	LAN Drops for Inspectors access to VPN. (These LAN Drops are in addition to the computer requirements identified in PACAFI 90-201 or as agreed between HQ PACAF/IG and 15 AW/XPI).	
<b><u>A1.7. 15 CES:</u></b>		
3	Recycle containers	
1	Base map (1:400 Scale)	
<b><u>A1.8. 15 MSS:</u></b>		
1	15 AW officer/enlisted alpha roster	
<b><u>A1.9. 15 OG:</u></b>		
2	Laser printers	
<b><u>A1.10. 15 MDG:</u></b>		
1	Copier capable of collating and accomplishing multiple copies and sorts	



## Attachment 2

## HQ PACAF/IG WORK CENTER FLOOR PLAN

Figure A2.1. HQ PACAF/IG Work Center Floor Plan



**NOTE: This floor plan will be used as a guide only. Adjustments will be made as necessary.**

**Attachment 3****OUT-BRIEF REQUIREMENTS****A3.1. 15 AW/XPI:**

- A3.1.1. Reserve Memorial Theater for out-brief with Community Center.
- A3.1.2. Place 8 reserved parking signs at Memorial Theater for HQ PACAF/IG Inspection team and 15 AW/CC/CV.
- A3.1.3. Coordinate setup with 15th Communications Squadron and HQ PACAF/IG Team Superintendent.
- A3.1.4. Establish procedures for seat reservations and attendance to ensure safety within the theater.
- A3.1.5. Ensure assistance is provided to maintain crowd control.

**A3.2. 15 CS:**

- A3.2.1. Provide equipment as follows:

- A3.2.1.1. Out-brief Video Production - Video and imaging editing hardware (i.e. Macintosh or AVID, to include appropriate software). This requirement may be met using the host base Visual Information facilities.

- A3.2.2. Out-brief setup requirement:

- A3.2.2.1. Public address system that provides sufficient quality and projection for voice and music.

- A3.2.2.2. Two lighted podiums equipped with cordless/wired microphones (with backup mikes and light source). Coordinate with 15 AW/XPI.

- A3.2.2.3. One cordless or lapel microphone connected to the public address system to be used by unit commander.

- A3.2.2.4. CD player

- A3.2.2.5. Sheet of sturdy plywood or a table placed on top of theater seats centered five rows back from the front to support (coordinate with 15 AW/XPI for exact requirements):

- A computer and monitor (15") or laptop capable of PowerPoint presentation
    - Data and video LCD projector, 750 or greater ANSI lumens
    - Spare projector
    - VCR and/or DVD player
    - Public address system soundboard (may be located back stage)
    - CD and tape player (if required)
    - Small reading light

- A3.2.2.6. Duct tape, extension cords, and power strips for audiovisual equipment (coordinate with 15 AW/XPI).

**A3.3. 15 AW/CCP.** Assist 15 AW/XPI office as necessary for proper seating arrangements and vehicle reserved parking placement. Also assist with any further details of protocol necessary to ensure proper procedures are met during out-brief.

**A3.4. 15 SFS.** Establish traffic control procedures prior to and after out-brief.